

**TENNESSEE GOVERNMENT EXECUTIVE INSTITUTE  
ALUMNI INFORMATION SYSTEM**



**USER GUIDE**

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Welcome to the new Tennessee Government Executive Institute Alumni Information System. The purposes of this internet-based system are outlined below:

1. To store information about you and other graduates of TGEI in an easy-to-maintain format.
2. To allow the Department of Personnel to send you pertinent information and updates about the program in a fast and efficient manner.
3. To allow graduates of TGEI easy access to information about their fellow alumni of TGEI and to be able to communicate with each other through the e-mail facility. With your help, the information on this system will always be current, as opposed to the hard copy directories previously distributed in past years.

The information contained in this new system will NOT be used for any marketing purpose, nor will it be released to the general public. Access will require a password so only you can change your personal information.

The alumni of TGEI represent a pool of highly skilled and talented people and the directory is available to facilitate better communication.

You will use the system to do the following:

- Enter YOUR specific information for the first time
- Update your information as it changes
- Look up information about other alumni.
- E-mail a fellow TGEI Alumni, your class, Alumni within a Department or the entire network.

This system is very easy to use. The only technical requirement is that you have access to the Internet. To add your demographic information to this Alumni Information System, you will enter information into only one screen.

It will take you approximately two to three minutes to enter your information.

The following pages provide a step-by-step guide of how to use the system.

For those of you who are not familiar with using Windows-based screens or Internet applications, a glossary of terms is included below. Terms that are referenced in the glossary will be indicated in *italic print* in the body of the user guide.

If you should have any questions about using this system, please call the Department of Personnel at 615-741-5622.

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GLOSSARY OF TERMS

**Click** - When you are asked to click on something, that means that you should use your mouse to place your arrow on the area indicated on the screen and press down on the left front side of the mouse. This action “activates” that area of the screen.

**Drop-down list** - Is signified by a downward arrowhead next to a field on a screen. By *clicking* on the arrowhead, a list of pre-defined values for that field is provided. You can then *click* on the desired value and it will be entered into the field.

**Scroll** - Indicates movement of the screen displayed. You can *Scroll* by clicking on the “up” arrow to go up or the “down” arrow to go down or you may drag the *Scroll* bar up or down.

**Scroll Bar** - A horizontal or vertical bar that contains a box that looks like an elevator in a shaft. The bar is clicked to *Scroll* the screen in the corresponding direction, or the box (elevator, thumb) is clicked and then dragged to the desired direction.

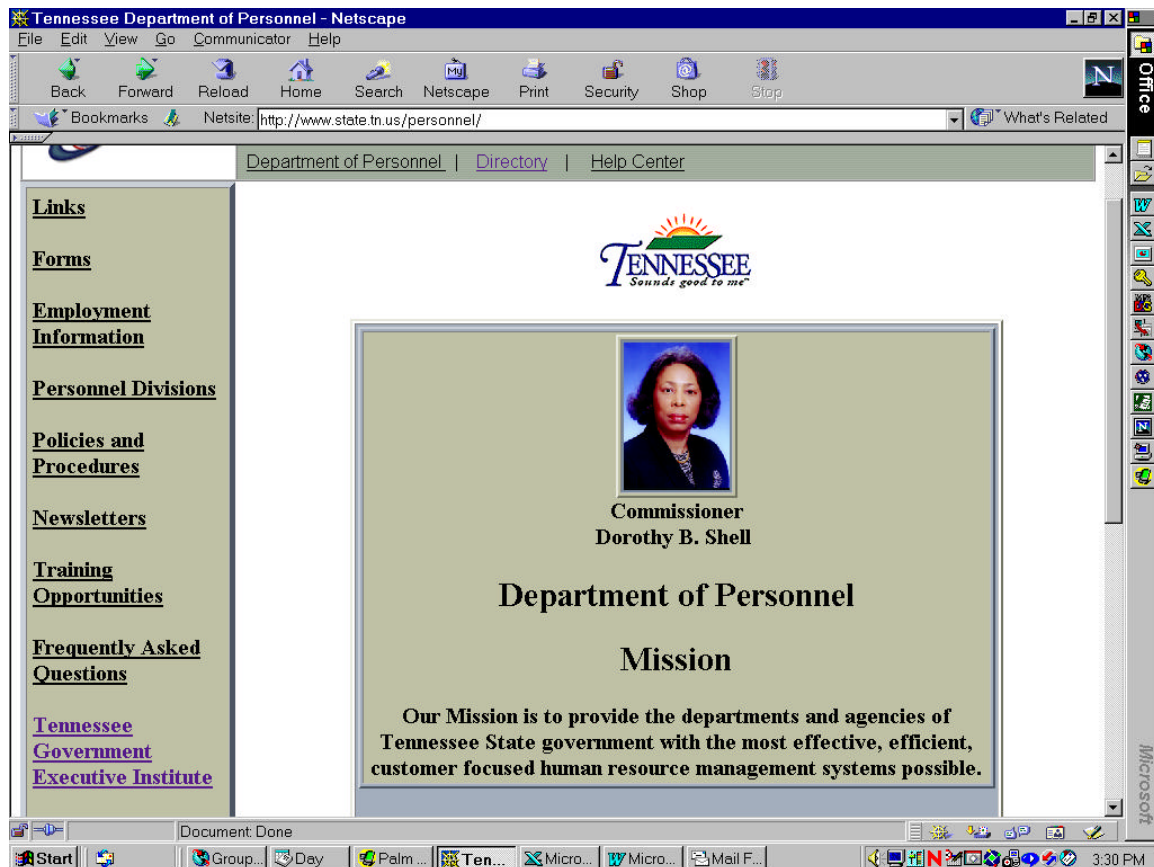
**Button** - Usually indicated by a rectangle on the screen with a descriptive label, is activated by *clicking* and results in processing of information or linkages.

**Select** - Refers to a list of items from which a user can *Select* multiple options, usually by *clicking* on the square next to the list item. When a *Selection* square is *clicked*, a check mark will appear to indicate that item has been *Selected*. If you *Select* an item and then decide to not *Select* it, simply *click* on the square again and the check mark will be removed.

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Getting to the site where you will use the Alumni Information System is easy.

- Go to Department of Personnel home page at <http://www.state.tn.us/personnel>.
- From the Department of Personnel home page, *Select* the Tennessee Government Executive Institute link as shown below:



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The TGEI Home Page will then appear as below:



- At this point, you might want to set a bookmark so that the next time you can return directly to this page.
- *Select* the 'Alumni Directory' link. This link will take you to the TGEI Alumni Directory (note: TGMI also uses this same system to access TGMI information).

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Click on [TGEI Alumni Directory](#) to proceed to the TGEI Directory.



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Type in your Social Security Number (without the hyphens) in the box labeled “User Id:”  
For the very first time that you logon to the system type in “TGEI” as your password.  
*Click on the button labeled “Login”.*

The screenshot shows a Netscape browser window titled "Login - Netscape". The address bar displays the URL: `http://ndweb.state.tn.us/cgi-bin/nd_CGI_50/aitgei/pgLogin?GroupID=TGEI`. The page content includes the "Tennessee Anytime" logo, a search bar labeled "Search TennesseeAnytime" with a "Go" button, and links for "Department of Personnel", "Directory", and "Help Center". The main heading is "Tennessee Government Executive Institute". Below this, there are input fields for "User Id:" and "Password:". A red note next to the User Id field states "This is your SSN". Below the input fields are two buttons: "Login" and "Change Password". A link for "Forget Your Password?" is also present. The browser's status bar at the bottom shows "Document: Done" and the system clock indicates "9:27 AM".

Search TennesseeAnytime

Go

Department of Personnel | [Directory](#) | [Help Center](#)

## Tennessee Government Executive Institute

User Id:  *This is your SSN*

Password:

[Forget Your Password?](#)



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If you are a first time user or if you have forgotten your password, you will see the Password Change Menu. The system recognizes you as a first-time user and you are required to change your password to something only you will know.

Type in TGEI in the field labeled “Old Password”

Type in your new password in the field labeled “New Password”

Type in your new password again in the field labeled “Verify New Password”

The screenshot shows a Netscape browser window titled "Change Password - Netscape". The address bar displays the URL: `http://ndweb.state.tn.us/cgi-bin/nd_CGI_50/aitgei/pgLogin.995034523179`. The page content is titled "Tennessee Government Executive Institute" and "Alumni Password Maintenance". It contains three password fields: "Old Password:" (filled with asterisks), "New Password:", and "Verify New Password:". Below these is a grey box with the text: "Recalling your password. This is our only way to verify your identity. To protect your account, make sure 'your answer' is memorable for you but hard for others to guess! If you forget your password, we would identify you with this information." Below this box are a "Security Question:" dropdown menu (showing "[select a question to answer]") and a "Your Answer:" text field. At the bottom is a "Change Password" button. The Windows taskbar at the bottom shows the Start button, several open applications (Group..., Palm D..., Day, Chang..., Microso..., W Microso...), and the system clock at 9:33 AM.

In addition, to assist you in case you may forget your password in the future, the system allows you to answer some questions that only “you” would know the answer. After selecting a question and entering an answer *Click* on the *button* labeled “Change Password”.

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The screenshot shows a Netscape browser window titled "Change Password - Netscape". The address bar displays the URL: `http://ndtest.state.tn.us/cgi-bin/nd_CGI_50/aitgei/pgLogin.995387905424`. The page content is titled "Tennessee Government Executive Institute" and "Alumni Password Maintenance". It contains three input fields: "Old Password:" (with three asterisks), "New Password:", and "Verify New Password:". Below these is a grey box with the text: "Recalling your password. This is our only way to verify your identity. To protect your account, make sure 'your answer' is memorable for you but hard for others to guess! If you forget your password, we would identify you with this information." Below the grey box are two dropdown menus: "Security Question:" and "Your Answer:". The "Security Question:" dropdown is open, showing a list of six questions: 1. What is your mothers maiden name?, 2. What is your pets name?, 3. What city were you born in?, 4. What is that special someones first name?, 5. What is your favorite pass-time?, and 6. Who is your childhood hero? The "Your Answer:" dropdown is also open, showing a list of six answers: 1. What is your mothers maiden name?, 2. What is your pets name?, 3. What city were you born in?, 4. What is that special someones first name?, 5. What is your favorite pass-time?, and 6. Who is your childhood hero? The browser's status bar at the bottom shows "Document: Done" and the time "11:42 AM".

Change Password - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: `http://ndtest.state.tn.us/cgi-bin/nd_CGI_50/aitgei/pgLogin.995387905424` What's Related

**Tennessee Government Executive Institute**  
**Alumni Password Maintenance**

Old Password: \*\*\*

New Password:

Verify New Password:

Recalling your password.  
This is our only way to verify your identity. To protect your account,  
make sure "your answer" is memorable for you but hard for others to guess!  
If you forget your password, we would identify you with this information.

Security Question: [select a question to answer]

Your Answer: [select a question to answer]

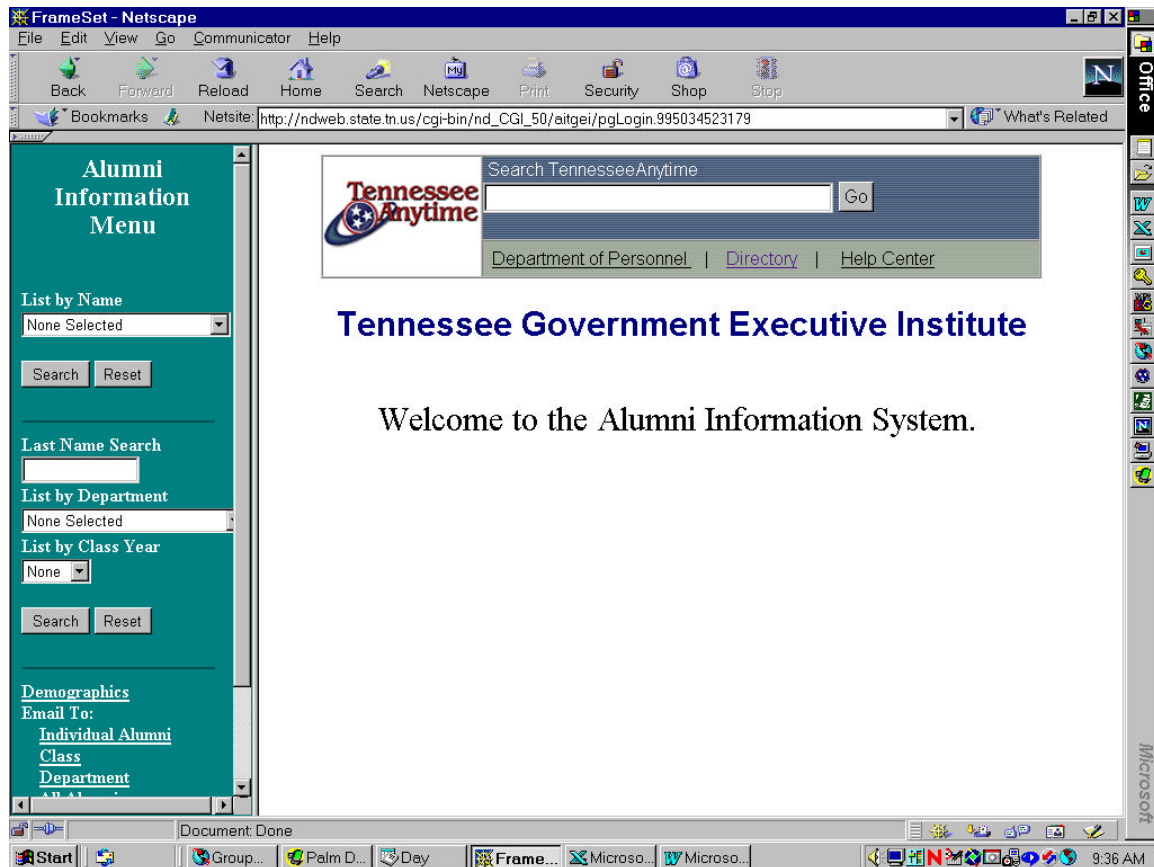
1. What is your mothers maiden name?
2. What is your pets name?
3. What city were you born in?
4. What is that special someones first name?
5. What is your favorite pass-time?
6. Who is your childhood hero?

Start Group... Day Palm D... Chang... Microso... W Microso... Mail Fro... 11:42 AM

In the future, should you forget your password, the system will ask the question and when you answer correctly, the system will allow you to set up a new password. In the event that you still encounter problems you may call the Department of Personnel at 615-741-5622 for assistance.

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After your successful Logon, you will see the Alumni Information Menu as shown below. The Alumni Information Menu is located on the left portion of the screen and will always be available to you. You can use the *Scroll* bar to *Scroll* “up” or “down” then menu.



Using the Alumni Information Menu, you may search for Alumni by Name, by Last Name, Department, or by class year. Also, you may update your demographic information as well as utilize the e-mail facility to e-mail a fellow TGEI Alumni, a class, Alumni within a department, or the entire Alumni organization.

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Initially you will want to complete the Alumni Demographics Information Screen where you will enter some general information including your department, work address, phone number, and **Internet e-mail address**.

Type in your first name, middle initial, and last name. Type in any titles that should precede your name, such as Dr., Mr., Mrs., Rev., and any titles that should follow your name such as Jr., III, etc.

Boxes that have a downward arrow to the right indicate that you may choose from a pre-defined list rather than typing in your information. This is commonly referred to as a *drop-down list*. Simply *click* on the arrow and then *click* on your chosen entry.

None Selected ▼

Continue to type in the requested information. Using the TAB key on your keyboard will move you from one box to the next. Be sure to complete all requested information. Note that some information is only required if you currently or have ever worked for the State.

The screenshot shows a web browser window titled "FrameSet - Microsoft Internet Explorer provided by The State of Tennessee". The address bar shows the URL: [http://ndtest.state.tn.us/cgi-bin/nd\\_CGI\\_50/aitgei/pgLogin.995041315560](http://ndtest.state.tn.us/cgi-bin/nd_CGI_50/aitgei/pgLogin.995041315560). The main content area displays the "Tennessee Government Executive Institute Alumni Demographics Information" form. The form includes fields for First Name (John), MI ( ), Last Name (Doe), Title that should precede your name (Mr.), Title that should follow your name ( ), TGEI Graduating Year (2001), Employment Status (Active), Job Title (Other), and Employed/retired from government or private sector? (Private). A section for "If private sector, with what company are you currently employed/retired?" contains the text "Home shopping network". A sidebar on the left contains a menu with options like "List by Name", "Last Name Search", "List by Department", "List by Class Year", "Demographics", and "Email To". The bottom of the browser window shows the Windows taskbar with the Start button and several open applications, including Group..., Palm D..., Day, Microso..., W Microso..., FrameS..., and Frame... The system clock shows 11:25 AM.

Alumni Information Menu

List by Name  
None Selected  
Go

Last Name Search  
[ ]

List by Department  
None Selected

List by Class Year  
None

Search Reset

Demographics

Email To:  
Individual Alumni  
Class  
Department

Tennessee Government Executive Institute

Alumni Demographics Information

First Name: [John] MI: [ ] Last Name: [Doe]

Title that should precede your name: [Mr.]

Title that should follow your name: [ ]

TGEI Graduating Year: [2001]

Employment Status: [Active]

Job Title: [Other]

Employed/retired from government or private sector?  
[Private]

If private sector, with what company are you currently employed/retired?  
[Home shopping network]

If you are or have ever been in government, complete the items in this area:

http://ndtest.state.tn.us/cgi-bin/nd\_CGI\_50/aitgei/pgMenuAlumni.hrefDemographics\_onWebEvent(hrefDemographics).99504

Start Group... Palm D... Day Microso... W Microso... FrameS... Frame... 11:25 AM

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FrameSet - Microsoft Internet Explorer provided by The State of Tennessee

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Print Previ...

Address http://ndtest.state.tn.us/cgi-bin/nd\_CGI\_50/aitgei/pgLogin.995041315560 Go Links »

**Alumni Information Menu**

List by Name  
None Selected  
Go

Last Name Search  
None Selected

List by Department  
None Selected

List by Class Year  
None

Search Reset

**Demographics**

Email To:  
Individual Alumni  
Class  
Department

**complete the items in this area:**

Department: Department of Economic & Community Development

Original Hire Date: (MM/DD/YYYY)

Division:

Building:

**MAILING ADDRESS**

Street: 123 Main St. County: Davidson

City: Nashville State: TN Zip: 37423

**PHONE NUMBERS**

Home: (615)555-1111  
(###)###-####

Work: (615)555-2222  
(###)###-####

**E-MAIL ADDRESSES**

Home: jelkins2@mail.state.tn.us

Work: jelkins2@mail.state.tn.us

What is your preferred mode for mail receipt? Home Email

Are you willing/able to travel? Yes

Update

Start Group... Palm D... Day Microso... W Microso... Tennes... Frame... 11:26 AM

Please note that the office email address is asking for an **Internet e-mail address** not a GroupWise email address. If you are currently in State government, then your office email address will be your fname.state.tn.us (where 'f' is your first initial and 'lname' is your last name). The question pertaining to "Are you willing/able to travel?" has to do with the Speaker's Bureau and whether you are able to travel to give a presentation. When you have entered all of your information, *click on the button* labeled "Update".

You may return to the Demographics area at any time to update any of the information that you have entered. Remember, the Alumni Directory is only as good as we all make it, and keeping our Directory information current is critical to this effort.

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The Alumni Information Menu also contains search facilities via the *Search button*, which provides access to retrieve information about your fellow alumni. You may search by name, department, class, or search the entire directory.

**Alumni Information Menu**

List by Name

Last Name Search

List by Department

List by Class Year

**Demographics**  
 Email To:  
[Individual Alumni](#)  
[Class](#)  
[Department](#)  
[All Alumni](#)

### Tennessee Government Executive Institute

Alumni	Class Of	Department	Information
Jill A Bachus	2001	Department of Treasury	<a href="#">Alumni Information</a>
Angela Baird	2001	Department of Mental Health and Mental Retardation	<a href="#">Alumni Information</a>
Carol A Brown	2001	Department of Human Services	<a href="#">Alumni Information</a>
Edward Burr	2001	Comptroller's Office	<a href="#">Alumni Information</a>
Leonard Burton	2001	Department of Children's Services	<a href="#">Alumni Information</a>
Tracy R Carter	2001	Department of Environment & Conservation	<a href="#">Alumni Information</a>
Eydie Cloyd	2001	Board of Paroles	<a href="#">Alumni Information</a>
John Doe	2001	Department of Economic & Community Development	<a href="#">Alumni Information</a>
Johnny Holder	2001	Department of Personnel	<a href="#">Alumni Information</a>
Randall M Jackson	2000	Board of Paroles	<a href="#">Alumni Information</a>
Sandra Jones	2001	Attorney General's Office	<a href="#">Alumni Information</a>
Firsteigh Lasteight	1990	Department of Transportation	<a href="#">Alumni Information</a>
Firstfive Lastfive	1990	Junvenile & Family Court Judges	<a href="#">Alumni Information</a>
Firstfour Lastfour	1990	Department of Health	<a href="#">Alumni Information</a>
Firstnine M Lastnine	1990	Department of Labor	<a href="#">Alumni Information</a>
Firstooi Lastooi	1990	Department of Human Services	<a href="#">Alumni Information</a>



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The Alumni Email *button* will allow you to send electronic mail to other alumni, based on the email addresses they have entered. You may send e-mail to an individual, a class, alumni within a department, or to the entire Directory of Alumni.

FrameSet - Netscape  
File Edit View Go Communicator Help  
Back Forward Reload Home Search Netscape Print Security Shop Stop  
Bookmarks Netsite: http://ndtest.state.tn.us/cgi-bin/nd\_CGI\_50/aitgei/pgLogin.995294518146 What's Related

**Alumni Information Menu**

List by Name  
None Selected  
Go

Last Name Search  
[Text Box]

List by Department  
None Selected

List by Class Year  
1990  
Search Reset

Demographics  
Email To:  
[Individual Alumni](#)  
[Class](#)  
[Department](#)  
[All Alumni](#)

**Tennessee Government Executive Institute**  
**Email To Class Alumni**

To: 1990

From: jdoe@mail.state.tn.us (this must be a valid internet email address)

Subject: Important Messgae to the TGEI Class of 1990

Message:  
Class of 1990,  
Please send in your reservations to attend this year's TGEI Fall Conference,  
Thanks, 1990 Class President

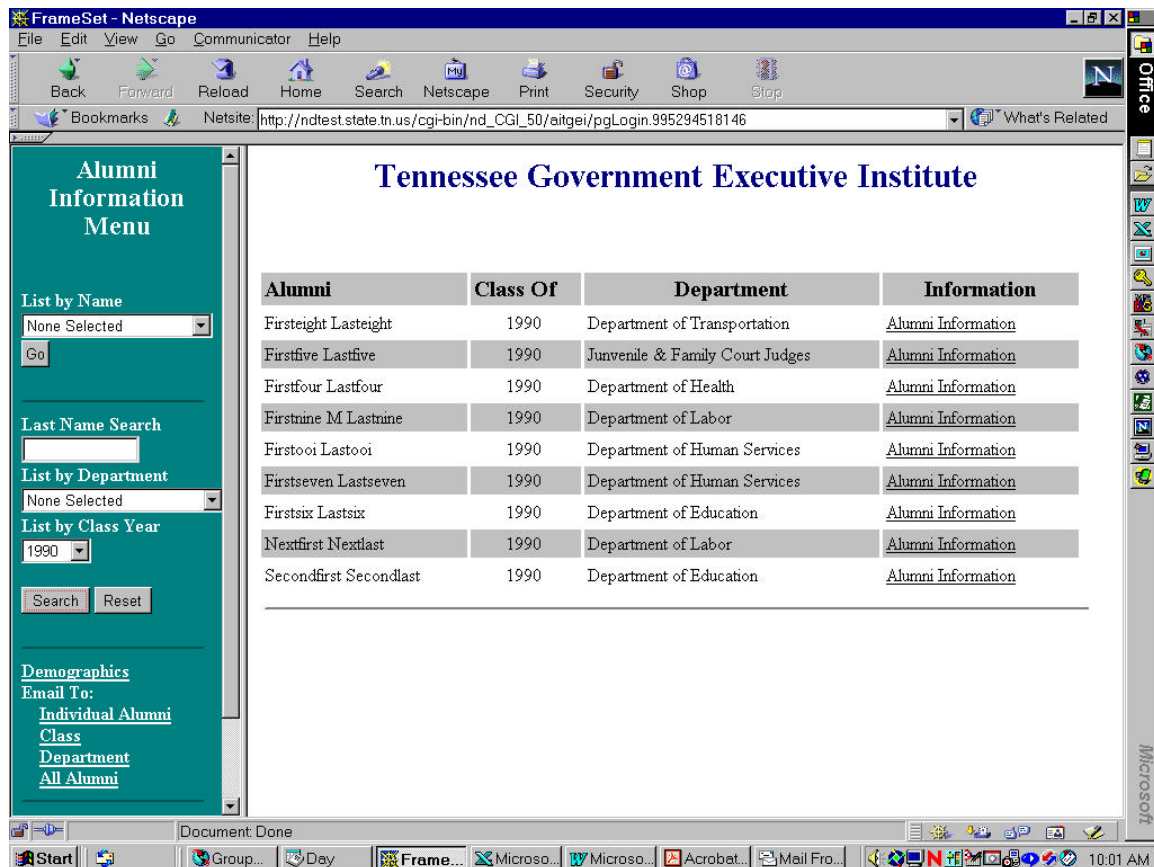
Send

Document Done  
Start Group... Day Frame... Microso... W Microso... Acrobat... Mail Fro... 9:56 AM

The above example represents an e-mail which is being sent to a TGEI Class (1990 in this case). Simply *Select* the appropriate class in the To: Drop Down box, enter your **Internet e-mail address** in the From: box, fill in the Subject area and then complete your message. When you are finished, *click* the send *button*.

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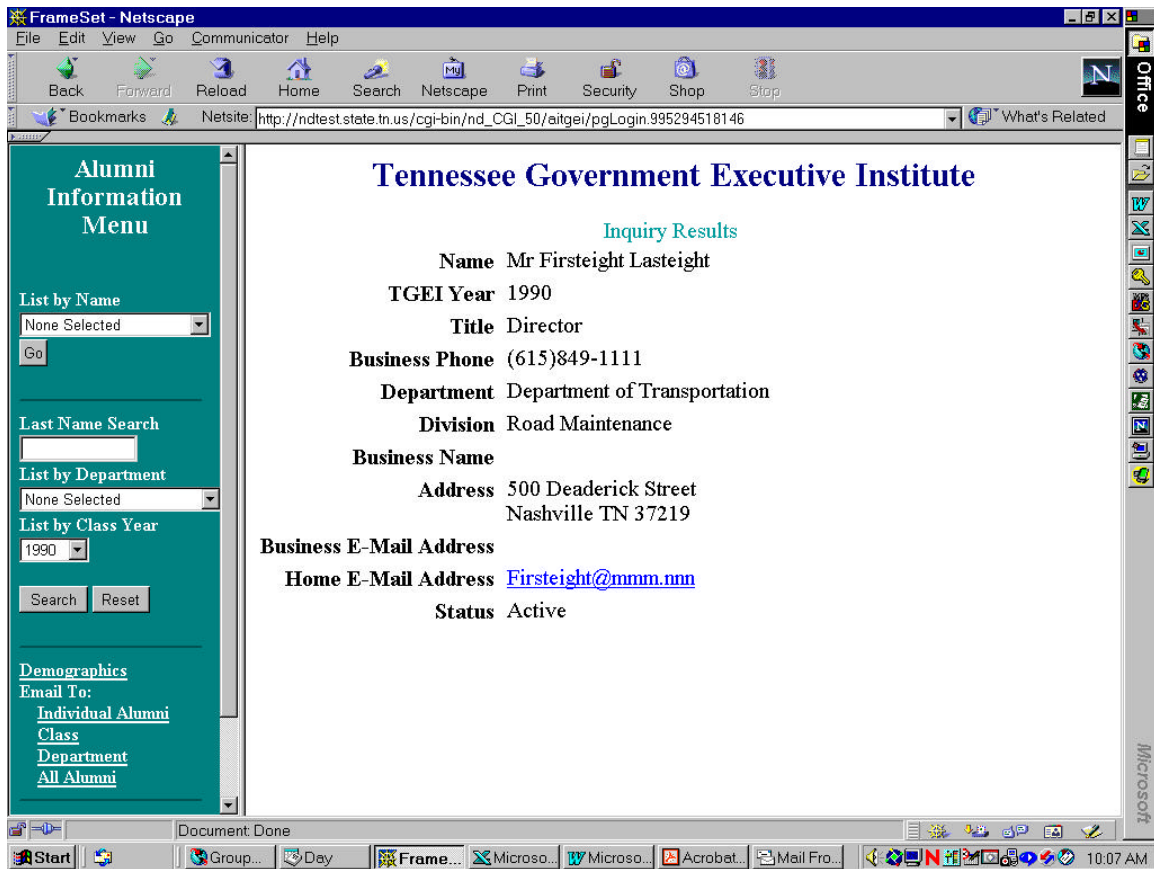
When you *Select* a Class Year using the *drop down box* simply *click* on the *Search* button, and information for each person is displayed.



If you desire to view an alumni's address, phone number, etc., simply *click* on the *Alumni Information* item for that person and the following screen will be displayed:

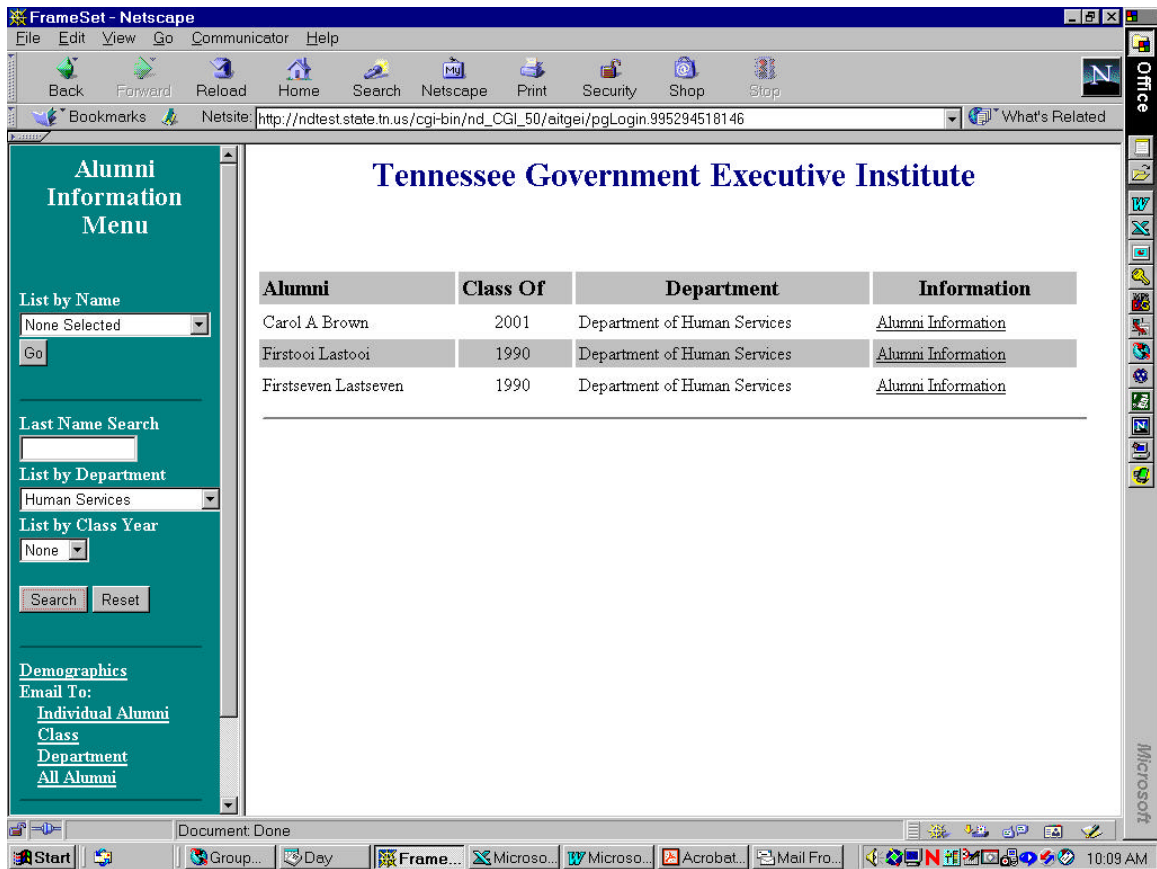


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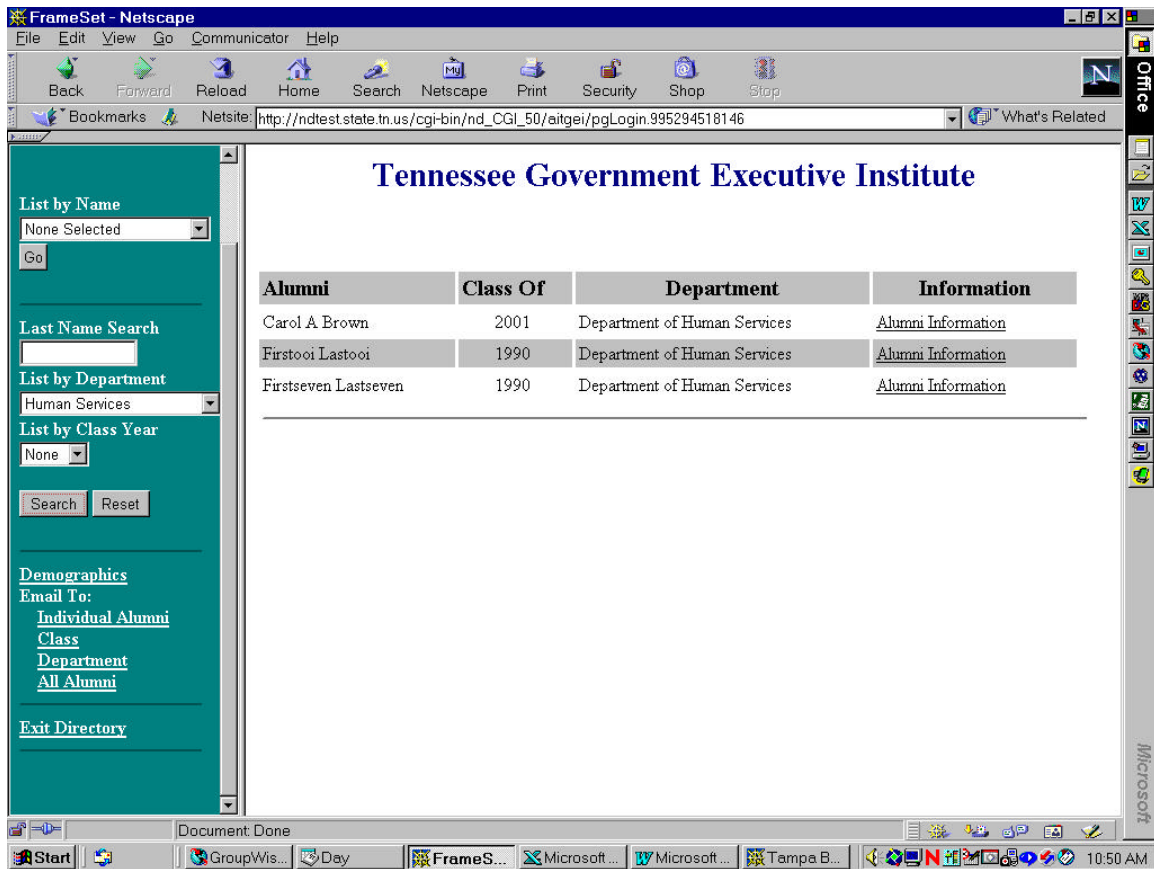
Also, when you *Select* a department from the *drop down box* on the side menu and *click* the search *Button* the following screen will be displayed:

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Again, you may view an alumni's address, phone number information by *clicking* on [Alumni Information](#).

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When you have finished using this Directory, *click* on the *button* labeled “Exit Directory” located below the e-mail options on the left. When you exit the system, a message will be displayed and you will need to *click* on the screen again to continue to exit. You will then be routed back to the Department of Personnel home page.

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